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TRANSMITTAL SLIP		DATE	10/9/86
TO: DDA			
ROOM NO.	BUILDING		
REMARKS:  2 copies  EXA/DA <del>MA</del> 21 OCT 1986  DDA REG.  PLEASE			
FROM:			
ROOM NO.	BUILDING	EXTENSION	

FORM NO.  
1 FEB 56 241

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

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00-0951-86

09 OCT 1986

MEMORANDUM FOR: Executive Director

VIA: Administrative Officer, DCI  
Deputy Director for Administration

FROM: [REDACTED]  
Director of Communications

SUBJECT: Request for Approval to Incur Expenses  
[REDACTED]

1. Approval is requested to incur expenses allowed under

2. I believe the expenditure of appropriate funds is authorized under [REDACTED] for the costs of coffee and pastry for applicants while attending an Office of Communications' recruitment presentation. Several presentations are scheduled to take place [REDACTED]

[REDACTED] during the period 13 through 24 October 1986.

3. It is estimated that an average of 50 interested parties will attend the recruitment presentations in each of the cities.

4. Designated officials present will be four Office of Communications' Recruitment Officers.

5. I certify that the attendance of the officials referred to in paragraph 4 is considered essential to the conduct of official government business and that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

6. The estimated cost for coffee and pastry would be \$250.

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STAT

SUBJECT: Request for Approval to Incur Expenses

CONCUR:

STAT

Deputy Director for Administration

14 OCT 1986

Date

I certify the availability of funds in the amount indicated in paragraph 7.

STAT

Budget and Fiscal Officer, DCI

10/17/86  
Date

STAT

APPROVED:

for Executive Director

17 OCT 1986

Date

AUTH:

STAT

for Chief, OC-AMD

10/17/86  
Date

STAT

ORIG: OC/AMD/SS

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